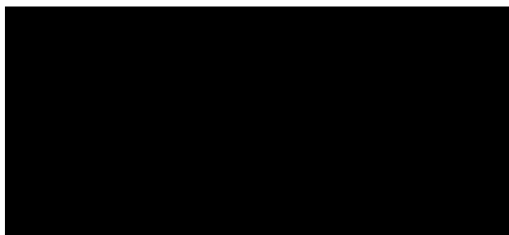


S-E-C-R-E-T
EYES ONLY

Minutes of the 30th Meeting
of the
Administration Career Board
29 November 1957

1. Those present:

25X1A



Secretary

2. At the Twenty-Ninth Meeting of the Administration Career Board it was decided to defer consideration of the recommendations of the Third Competitive Promotion Panel until the Chairman of the Panel could appear before the Board to discuss the qualification and performance of the candidates and the methods used in selecting those recommended for promotion. [REDACTED], Chairman of the Third Competitive Promotion Panel, was invited to attend the Thirtieth Meeting of the Board.

25X1A

3. [REDACTED] outlined the methods used by the Panel in evaluating the members of the Administration Career Board and in arriving at the recommended competitive rankings for promotion. He indicated that the principles and procedures presented in [REDACTED], "Competitive Promotion", and Handbook [REDACTED] "Guide for Competitive Evaluation Panels", were followed as closely as possible. All officers of the administrative complement who had satisfied the minimum time-in-grade requirement as well as those for whom there was an outstanding promotion recommendation were evaluated. [REDACTED] stated that the competitive rankings of the two previous Competitive Ranking Panels were not made known to the members of this Panel until they had completed ranking the officers. The purpose was to eliminate the panel members from being prejudiced or influenced by the opinions of the other panels.

25X1A

4. After [REDACTED] presentation the Board voted to accept in principle the recommendations of the Third Competitive Panel.

5. The Board noted the rankings submitted for promotion from GS-14 to GS-15, but recommended that there be no promotions to GS-15 at this time. The Informal Staffing Authorization for the Administrative Complement indicates that there are now two more officers at the GS-15 level than there are positions at this grade.

EYES ONLY

25X1A9a

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S-E-C-R-E-T
EYES ONLY

The above recommendations and conclusions of the Administration Career Board are approved with the following exceptions:

Paragraph 7.

25X1A b. The promotion of [REDACTED] to GS-13 is not approved. The latest Fitness Report, for the period 6 September 1956 - 6 March 1957, indicates that more time is needed to adequately evaluate his performance.

25X1A c. The promotion of [REDACTED] to GS-13 is withheld until he has a firm assignment in a slot which will accommodate the promotion.

[REDACTED]
Deputy Director
(Support)

25X1A

25X1A9a

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TAB

*The following pages 29, 30, 31
and 32 are part of another
draft.*

DRAFT

Status and Problems of Administrative Support Panel in the Clandestine Services

25X9 The Administrative Support Panel, CS/CS/DA, has been in existence for one year. The creation of the Panel was the result of a combined study of personnel and positions in the DD/P which were serviced by the Administration Career Board (DDS/SA). As a result of the study, [REDACTED] employees of the DD/P were transferred from the career jurisdiction of the Administration Career Board to that of the Clandestine Services Career Board. Of these, forty-three were assigned a DI designation, three became DS, and four were changed to D.

25X9 The [REDACTED] personnel were assigned the designation DA which was established to include administrative personnel in the DD/P in grades seven through eleven.

The Administrative Support Panel was established to assume responsibility for the career planning and development of the new DA group. At the outset, the DA designees were considered to have four possible avenues of development; they might (1) remain in the DA service, (2) return to the control of the Administration Career Board through promotion to GS-12, (3) be assigned the designations of DD/S functional specialties, and (4) be assigned the designations of DD/P operational activities. Although the avenues of development described above have been utilized on an individual case basis, it has become evident in the last year that further efforts are necessary in the direction of improved general procedures for the development of DA designees.

In reviewing the present status of the DA group, major consideration should be directed toward its relationship to other career service units. First, the source, present and future, of new DA personnel must be considered. The major source within the DD/P would be the DS (clerical group). As its members gain varied experience at the GS-7 level and become eligible for promotion to GS-9,

the question of change of designation will arise. This is due primarily to the fact that the DS Career Service Panel now services few positions beyond the GS-7 level and must therefore attempt to channel its people into other career fields as they progress. Occasionally there may be candidates for DA from the various DD/P operational designations since there are some members of the Clandestine Career Service whose backgrounds are considered more appropriate for careers in the administrative field. In addition, the JOT Program is likely to provide candidates from time to time for consideration as administrative careerists. Finally, there will be nominations from DD/S and DD/I offices for the DA designation. It is the practice of most of the specialized career groups in those areas to request change of designation when transferring personnel into DD/P.

Were the DA group to increase, the question of avenues of assignment and development would become increasingly critical. Currently, the jurisdiction of the Administrative Support Panel has its ceiling at the GS-11 level. Inasmuch as the DA membership now includes [REDACTED] GS-9's and because the number of administrative positions* has been recently decreased, the problem of progression and development has already become serious. The GS-11 must look forward to development through one of the four avenues described earlier. If he is to remain a DA, he has reached his grade ceiling and faces increasing difficulty in job rotation due to the limited number of positions at that level. The opportunity of progressing to the SA service is slight because of limited positions as compared with candidates within that jurisdiction. Finally, lateral movement into DD/P operational activities or DD/S functional specialties is extremely limited in the face of increased selectivity, surplus personnel, and ceiling controls. The only conclusion that can be reached is that the GS 11 in the DA group is almost at a standstill.

* The last review of positions shows a total (headquarters and field) of [REDACTED] GS-9 positions and [REDACTED] GS-11 positions.

25X9 The situation of the GS-9 is similar to that of the GS-11 with one possible
25X9 exception. At the GS-9 level, there is in theory an avenue of vertical development
and progression within the DA group. However, if the GS-11's cannot be moved, or
can be moved only on the one-for-one basis, the opportunities for the GS-9 are
obviously limited. Adding to this the ratio of [REDACTED] members at the GS-9
level [REDACTED] at the GS-11 level, it would appear that opportunities are even
further diminished.

In an attempt to alleviate the present situation, the following recommendations
are submitted:

(1) A Single Administrative Career Service

A single service should be established on an Agency-wide basis to provide
maximum rotation for training and development purposes. Such a service,
encompassing all administrative positions, would offer increased lateral
assignment opportunities as well as continuity of upward progression within
the service.

(2) Establish Standards for Membership in the Administrative Service

Upon the completion of a position review isolating those positions which
fall within the scope of a single service, an outline of personnel qualification
standards for the various levels within the service should be established.
On the basis of these standards, personnel who are presently designated
administrative should be reviewed in an effort to recognize any who should,
for career purposes, be considered for change to more appropriate designations.
The personnel designated as administrative as a result of the study should
then normally be expected to retain this designation regardless of the
positions to which they are assigned in the future, and long-term development

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would become a more realistic concept. (There will be, of course, exceptions regarding change in designation based on personal desires, indications of abilities in specialized or other fields, etc.)

(3) Expand the DS Career Service

In the DD/P, there is in some cases a question as to whether certain positions and personnel should be designated DS or DA. For example, the group of "senior secretarial" positions and the incumbents, normally in the offices of Division and Staff Chiefs, are in numerous cases designated DA. It is likely that a review of positions with DA designations would reveal others of a senior secretarial or senior clerical nature. If such positions were assigned the DS designation, it would result in an expanded field of development and advancement within the DS field and thereby make career development of DS personnel more practical. Reviewing the present members of the DA group should lead to the ultimate transfer of some to DS when it is determined that qualifications lead more properly to senior clerical service.

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